

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Training

FROM : Deputy Director of Training (General)

SUBJECT: TR(G) Weekly Summary Report

DATE: 14 November 1952

1. The Chief of the Management Training Division began the CIA Human Resources Program in OCD on 10 November with a group of 14 division chiefs, deputy chiefs, and staff personnel. The response to the program was excellent and group meetings will be conducted during the next week.

2. The announcement of a new training program on Advanced Management to be conducted at the Harvard University Graduate School of Business Administration will presently go to the offices of the Agency. The program will cover business policies, administrative practices, business in the American society, cost and financial administration, marketing and management, and problems in labor relations. The program will last three months, beginning 25 February 1953. Personnel GS-15 and above will be considered for the program.

3. The Chief of the Orientation and Briefing Division was invited on 7 November to speak at the Counter Intelligence Corps School, Fort Holabird, on the subject of "Interpreting the National Intelligence Mission."

4. Surveys are presently being conducted by the Office of Training staff on unusual language courses offered in one hundred American universities, Far Eastern area and language courses offered in the Washington, College Park, and Baltimore areas, and current programs in American universities dealing with Spain. These surveys will be made available by the Chief of the Programs Division to the offices of the Agency for planning purposes.

5. A combined total of 184 students is presently enrolled in the introductory and self-study courses in the Language Training Center. During the week the Language Laboratory was used for a total of 492 student hours.

6. As of 14 November, 369 CIA personnel are enrolled in TR(G) courses within the Agency and 234 CIA personnel are enrolled in external training programs, making a total of 603 CIA personnel in TR(G) courses.

cc: TR(G) Staff and Division Chiefs  
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